



RESUMIX INTRODUCTION

WELCOME! This is a Resumix Resume Kit developed by the West Civilian Personnel Operations Center (WCPOC) to assist you in applying for jobs.

ALL CURRENT AND FUTURE VACANCIES WILL BE FILLED FROM THE WCPOC OCCUPATIONAL SERIES AND CPAC GEOGRAPHIC LOCATIONS LIST ON PAGES 15-59.

All job announcements are open for receipt of applications at all times. Resumes may be submitted at any time. Referral lists will be issued as vacancies occur.

You may apply for any occupational series and geographic locations you choose. The occupational series are contained in the WCPOC Occupational Series List, and the available geographic locations are contained in the WCPOC Geographic Locations List. The Occupational Series List is not a list of actual vacancies; rather, it is a list of occupations for which we continuously accept resumes.

To apply, submit a three-page resume and the WCPOC supplemental data sheet. This kit includes a sample of a resume and supplemental data sheet as well as all information needed to complete and submit your resume.

Following these procedures will assure your consideration for vacancies as they occur!

DO NOT WAIT TO APPLY – APPLY NOW!